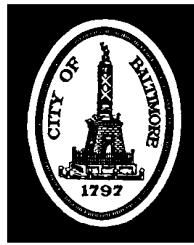


CITY OF BALTIMORE

STEPHANIE RAWLINGS-BLAKE, Mayor



DEPARTMENT OF GENERAL SERVICES

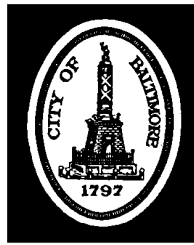
Theodore Atwood, Director
800 Abel Wolman Municipal Building
Baltimore, Md. 21202

RULES AND GUIDELINES FOR CONSIDERATION OF A NEW CEREMONIAL STREET SIGN INSTALLATION

- 1.) All requests for consideration of a new Ceremonial Street Sign must be accompanied by an administrative fee of \$150.00 made payable to "the Director of Finance" when the application is submitted.**
- 2.) All Ceremonial Street Signs will be installed for a temporary 1 year period. The Department of Transportation will have the Ceremonial Street Sign removed after its temporary one year display period and deliver the sign to either the person or group who requested the installation. If contact can not be made with the party who initially requested the sign the Department of Transportation will notify the City Council representative whose district the sign was installed in to further the attempt to contact the constituent. If neither party can contact anyone willing to accept the removed Ceremonial Street Sign the sign will be recycled after 30 days.**
- 3.) All Ceremonial Street Signs may only be applied and installed once per twelve month cycle. (Example: If you submitted a Ceremonial Street Sign request with an installation to occur May of 2007, your sign will be granted a one year display period and will be subject to be removed in May of 2008. You may not file a new request until January of 2009.)**
- 4.) All Ceremonial Street Signs will be uniform in appearance having a consistent color scheme of Red on White for all Ceremonial Street Signs. No exceptions for any other color schemes will be accepted.**
- 5.) Only one Sign shall be installed per request. All Ceremonial Street Signs will be installed on the nearest existing street pole to the requested location. The Sign will be installed below the dedicated street name as not to confuse the public or emergency response units with the streets actual dedicated name.**
- 6.) No Ceremonial Street name can be used for any mailing purposes of any kind. This name will not to be recognized by emergency services or the United States Postal Service.**
- 7.) A minimum of thirty days notice is required to complete the installation of any Ceremonial Street Sign. NO EXCEPTIONS!!!!**

CITY OF BALTIMORE

STEPHANIE RAWLINGS-BLAKE, Mayor



DEPARTMENT OF GENERAL SERVICES

Theodore Atwood, Director
800 Abel Wolman Municipal Building
Baltimore, Md. 21202

CEREMONIAL STREET SIGN INSTALLATION PROCEDURES

- (A.) A ceremonial street sign application must be completed and forwarded to the Department of General Services, Attn. Property Location Office. A thirty day processing period is necessary for all applications of new signs.**
- (B.) Accompanying the request should be a check or money order made payable to the “Director of Finance” in the amount of \$150.00 to cover the administrative costs for canvassing, fabrication, installation, and removal of the sign.**
- (C.) Upon receipt of the application, the Property Location Office will request a neighborhood canvass of the adjacent residents and notify the Neighborhood Community Group that is closest to the requested location of the proposed sign to determine if there is any public opposition to the signs installation. In addition the request will be forwarded to the Mayor’s Office of Neighborhoods, the Department of Transportation, the Police Department, Council representative where the sign is to be installed, and the Fire Department to determine any City opposition or known concerns regarding the signs installation. Providing there are no objections or opposition to the installation of the sign the Department of General Services will fulfill the request. If for some reason the Department is unable to fulfill the request the \$150.00 fee will be returned.**
- (D.) When the Property Location Office has acquired all of the agency approvals notification will be forwarded to the Department of General Services Director to grant final approval for the sign’s installation for the 1 year temporary period.**
- (E.) Once the Director of General Services has approved of the signs installation period written notification will be forwarded to the Director of Transportation to make the necessary arrangements to have the sign fabricated and installed by the proposed date. In addition, carbon copies of the correspondence will be forwarded to the Mayor’s Office of Neighborhoods, the City Councilperson representing the district where the sign is to be installed, and Fire Department Communications.**
- (F.) Removal of the ceremonial street signs will be the responsibility of the Department of Transportation. At the end of the one year display period the Department of Transportation will remove the sign from its installed location and coordinate the delivery of the removed sign to the individual or group who initially requested the sign. If contact with the original requester can not be achieved the Department of Transportation will notify the City Council representative to further attempt to contact the constituent. If neither party can contact anyone the sign will be recycled in 30 days.**

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DEPARTMENT OF GENERAL SERVICES

Theodore Atwood, Director
800 Abel Wolman Municipal Building
Baltimore, Md. 21202

**CEREMONIAL STREET SIGN
APPLICATION**

This application will take approximately (30) thirty days to process. Please type or print clearly. Complete as much of the application as possible below and return it with a check or money order for \$150.00 made payable to the "Director of Finance" to:

City of Baltimore
Department of General Services
Property Location Office
200 Holliday Street
204 Abel Wolman Municipal Building
Baltimore, Md. 21202
(410) 396-3800 – Fax (410) 576-8310

Name/Organization: _____

Address: _____

City/State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Why is the Ceremonial Street Sign being requested: _____

Sign should read: _____

Location of the sign: _____

Ceremony Date: _____

NOTE: Misrepresentation of information and or documentation is strictly prohibited and will nullify your application resulting in the forfeiture of all monies and the immediate removal of the installed sign. If for any reason your application is denied your check will be forwarded back to you as soon as possible.

Do not write below this line – Office use only

AGENCY APPROVALS

Date received: _____ To Permits: _____ Permits Approved: _____

To D.O.T.: _____ D.O.T. Approved : _____

To Police: _____ Police Approval: _____

To Fire: _____ Fire Approved: _____

Office of Neighborhoods: _____ M.O.O.N approval: _____

Director's Approval: _____ To Transportation: _____

Referred to Mayor's Office: _____ Mayor's Office Approval: _____